



**UNITED STATES  
DEPARTMENT OF  
AGRICULTURE**

**RURAL  
DEVELOPMENT**

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August 25, 1999

Rural Development Texas AN No. 517 (1942-A)

**SUBJECT:** Outreach for Community Facilities (CF) Guaranteed Loan Program

**TO:** All Employees  
Rural Development, Texas

**PURPOSE/INTENDED OUTCOME:** The purpose of the Administrative Notice (AN) is to provide guidance for conducting outreach to eligible entities and lenders who qualify for Rural Development's CF Guaranteed Loan Program throughout Rural Texas.

**COMPARISONS WITH PREVIOUS AN's:** There are no previous AN's issued on this subject.

**IMPLEMENTATION RESPONSIBILITIES:** The State Office Community Facilities/Multi-Family (CF/MFH) Program Director has overall responsibility for the establishment and implementation of a viable CF Guaranteed Loan program throughout Rural Texas. Rural Development Managers (RDMs) are responsible for establishing and implementing a viable CF Guaranteed Loan Program within their area of responsibility.

The State Office Special Projects Representative is designated the project coordinator and working through the CF/MFH Program Director, has the responsibility for the establishment and implementation of a viable CF Guaranteed Loan Program throughout Rural Texas.

The RDM's are responsible for ensuring that an active CF Guaranteed Loan Program is established within their areas of responsibilities of Rural Texas.

Success in promoting the CF Guaranteed Loan Program is driven by visiting and developing relationships with local lenders who do business in Rural Texas. RDMs, working through the CF/MFH Program Director, will have the responsibility of assisting the State Office Special Projects Representative in identifying all local lending institutions within their area of responsibility. All potential lenders will initially be contacted by the State Office to briefly

**EXPIRATION DATE:** 9/30/00

**FILING INSTRUCTIONS:**  
Following RD Instruction 1942-A

explain the CF Guaranteed Loan Program and inform the potential lenders that they will be contacted in the near future by the RDM in their area. The RDM will be expected to explain the program more fully and address any concerns they may have.

The RDM will be responsible for the local offices maintaining a current list of lenders and other lending institutions in towns of 50,000 or less in their area of responsibility for possible guaranteed lender contacts. If RDMs have difficulty in identifying lenders in their area, the Special Projects Representative will assist them by conducting research, including internet searches, using the "Texas Banking Redbook" and other sources.

The following databases have been developed for the RDM's use in promoting the CF guaranteed loan program:

- Lender list that includes all lenders that have used Rural Development programs
- List of volunteer fire departments
- Member list of the Texas Association of Community Healthcare Centers
- Sample list of non-profit organizations
- List of the Councils of Government
- List of the Rural Community and Development coordinators

The Special Projects Representative will continue to develop and update databases. Attached is a computer diskette that contains these databases and should be loaded onto the RDM's hard drive. Each RDM is to use the databases for promoting applicant contacts in the CF Guaranteed Loan Program. The State Office Special Projects Representative will assist each RDM in utilization of databases and internet websites.

In order to provide outreach and promote contacts to all eligible non-profit organizations in communities of 20,000 and less in Texas, RDMs will research possible applicants in their area of responsibility by using the Internet website <http://www.nonprofit-info.org/loc>.

1. RDMs will identify all zip codes in their area and input these zip codes into the appropriate fields of the website. This search should produce all the non-profit organizations in that particular zip code. An example is attached.
2. After RDMs have identified those organizations in their areas, RDMs should contact these organizations, explain eligibility guidelines in regards to Articles of Incorporation and by-laws, and invite eligible applications. RDMs are to contact at least one potential CF applicant each month in their area of responsibility, explain the CF program and encourage applications for assistance.
3. If you have any questions accessing the websites, contact the Special Projects Representative at 254-742-9746 or for Community Facility program questions contact the CF/MFH Loan Specialist at 254-742-9756.

After the initial contact is made by the state office, all RDMs will contact at least one lender each month within their area of responsibility explaining and encouraging lender participation in the CF Guaranteed Loan Program.

At the end of each quarter, each RDM will provide the State Director a status report on guaranteed lender contacts made during the current quarter. RDM CF guaranteed loan program quarterly reports are to be provided to the State Director in the attached format. The Special Projects Representative will track these efforts.

Any questions regarding the promotion of the CF Guaranteed Loan Program should be directed the CF/MFH Program Director at 254-742-9760.

/s/ Steven A. Carriker

STEVEN A. CARRIKER  
State Director

Attachments